



PREP **Applicant Memorandum of Understanding**

The purpose of PREP is to minimize the timeframes for approval of land use applications. In doing so, the PREP process is one whereby staff and the applicant work collaboratively, one on one with the project team in the development of the application prior to submittal. Under PREP, formal submittals are not accepted until they are code compliant.

Inherent in the success of this process is a mutual commitment by staff and the Development Team to provide responsive, thorough, and timely comments during development of the application. Through this commitment, staff is able to assist applicants in creating code-compliant submittals that will allow the City to issue a decision within the shortest possible timeframe. As such, the City requests that applicants choosing to utilize PREP, sign this Memorandum of Understanding, demonstrating their commitment to the PREP process.

1. Description of Project: Please provide a brief description of the project including the zoning designation for the site, the site size, the proposed use, number of buildings and/or lots proposed.

Project Contacts:

2. The following individuals from the Development Team will serve as the contacts throughout review of the proposal:

Title	Name	Phone	E-mail	Address
Primary Contact:				
Civil Engineer				
Architect				
Land Surveyor				
Arborist				
Geotechnical Engineer				
Wildlife/Environmental				

Biologist				
Other:				
Other:				
Other:				

3. The following Development Services Staff will serve as the primary contact throughout review of the proposal:

Title	Name	Phone	E- mail	Address
Project Planner:				15670 NE 85 th . St. P.O. Box 97010 Redmond, WA 98073-9710
Engineering/Transportation Reviewer:				Same
Water/Sewer Reviewer:				Same
Stormwater/Clearing and Grading Reviewer	Jeff Dendy, P.E.	425-556-2890	jdendy@redmond.gov	Same
Fire Department Reviewer:	Bob Lovett, Fire Marshall	425-556-2207	blovett@redmond.gov	Same

Review Turnaround Times

4. Development Services Staff agrees to provide feedback (either oral, written or redlines) within 5 working days of new information or plans submitted. Decisions on requests for deviations/flexibility of code requirements will be made by the Technical Committee within 10 working days (see #8 below). The Development Team agrees to provide a response to Development Services Staff comments within 21 working days.
5. The Development Team understands that if the Team cannot meet the 21-day turnaround period, they shall request, in writing, a one-time extension of 21 days. The Team agrees that only one extension shall be allowed. If the Development Team cannot resubmit requested information within the extension period, the PREP process shall be terminated for that proposal.

Design Review

6. The Development Team agrees that they shall apply for a Design Review Board Pre-Application Meeting and pay the applicable Pre-Ap fee, if Design Review Board Approval is required. The Development Team further agrees that as part of PREP, they shall continue to attend pre-

application meetings with the Design Review Board as is necessary until the Board is ready to recommend approval of the plans.

7. The Development Team understands that although Design Review (with the DRB) occurs concurrently with Staff review, that Staff review comments may require changes to the DRB submittal as design of the project progresses.

Requests for Code Deviations/flexibility

8. The Development Team understands that deviations from or flexibility of code requirements are only allowed where the Redmond Community Development Guide provides explicit authority for such deviations or flexibility. Therefore, the Development Team agrees that any request for flexibility or deviation from code requirements shall be made in writing, and shall only be made where there is code authority to provide the flexibility requested.

The Development Team agrees to sign the Code Deviation/Flexibility Addendum to this Memorandum of Understanding should they seek a deviation or flexibility in application of code requirements.

Formal Submittal of Application

9. The Development Team understands that prior to submittal of a complete application (formal submittal), at least one mid-review coordination meeting must occur. For this meeting, the applicant must prepare 5 (five) sets of plans that show the project, as designed up to that point, in its entirety (site, civil, landscape and architectural plans). The mid-review coordination meeting shall not take place any sooner than 5 working days after submittal of the plans. The assigned staff planner shall make the determination as to whether the project has progressed enough to hold this meeting.
10. The Development Team agrees and understands that a Pre-Submittal meeting is required prior to allowing submittal of the formal application. The purpose of this meeting is to verify that the project is code compliant, and that all applicable submittal requirements are provided as outlined in the applicable PREP submittal Requirements Checklist (not to be confused with PREP Kick Off Meeting submittal Requirements). The Pre-Submittal meeting shall not take place any sooner than 5 working days after submittal of the plans/materials. If the materials are incomplete or are not in an approvable form, the applicant cannot proceed with formal application at that time. The applicant may request this meeting be scheduled, however the meeting shall not be held until there are very few, minor issues to be addressed. The assigned Planner shall be responsible for determining if the project has progressed enough to hold this meeting.
11. The Development Team agrees that a formal, complete application must comply with the applicable PREP submittal requirements and that a formal, complete application **shall not be made prematurely** except for vesting purposes in the case of Plats, Short Plats, and Binding Site Plans. If an applicant chooses to submit plans prematurely (not determined code-compliant), then the applicant understands that **resubmittal fees may likely apply** due to the City's request for additional information on the project.

Vesting/Permitting Timeframes/Termination of PREP

12. The Development Team and Development Services Staff agree and understand that an application for Plat, Short Plat, or Binding Site Plan may need to be submitted for vesting purposes. In that case the PREP process may continue following the application for vesting.
13. The Development Team understands that PREP is a voluntary process to reach code compliance prior to application intake and that the permitting timeframes required by the Redmond Community Development Guide do not apply until such time as a complete application is submitted and accepted by the City.
14. The Development Team agrees that if at any time, they wish to terminate the PREP process and submit a complete application under the standard City review process, they will submit such request in writing and the PREP process shall be terminated at that time.

I understand and agree to the above terms regarding PREP

Applicant Signature

Date

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**Code Flexibility/Deviation
Addendum to:
E-Zoom
Applicant Memorandum
of Understanding**

1. The Technical Committee shall provide a preliminary decision on code flexibility/deviation requests within 10 working days of the written request. Since a formal application would not have been submitted at this time, the decision is considered preliminary and not final until after a complete application has been made and a formal, final decision has been issued on the application. However, the Technical Committee agrees to stand by the decision unless a subsequent modification to the proposal or additional information necessitates a change of decision.
2. The Development Team agrees that the resubmitted plans shall be modified to reflect the Technical Committee preliminary decision on the request.
3. The Development Team agrees that if they choose to resubmit the plans inconsistent with the Technical Committee's preliminary decision on the request, AND the Technical Committee would not be able to ultimately issue a conditional approval in regards to the deviation request, then the E-Zoom process shall be terminated.
4. Should the Development Team wish to contest the Technical Committee's preliminary decision on such requests, the Development Team understands that there shall be no right to appeal such decision until after formal, complete application of the proposal has been made and a final decision issued.
5. The Development Team understands that a preliminary decision on flexibility/deviation requests shall only be made once in order to provide an efficient and expedient decision making process.

I understand and agree to the above terms regarding the E-Zoom process.

Applicant Signature

Date

This image shows a single sheet of white paper with horizontal blue ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Rev. 11/17/06
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